

Standard Form No. 75 February 1946  <b>Approved For Release 2001/07/28 : CIA-RDP78-04718A001000320081-8</b>  <b>UNITED STATES CIVIL SERVICE COMMISSION</b>  <b>POSITION DESCRIPTION</b>		1. Check one: <input checked="" type="checkbox"/> Bureau <input type="checkbox"/> Field <input type="checkbox"/> <b>Washington, D. C.</b> 2. Official headquarters: <b>Washington, D. C.</b> 3. Reason for submission: (a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number  <b>New Position</b>		4. Agency position No.  5. C. S. C. certification No.  6. Date of certification  7. Date received from C. S. C.	
8. <b>CLASSIFICATION ACTION</b>		(h) Other (specify)			

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DAT
		Service	Series	Grade		
a. Civil Service Commission						
b. Department, agency, or establishment	<b>Supply Officer</b>	<b>GS</b>	<b>2001</b>	<b>13</b>		
c. Bureau						
d. Field office						
e. Recommended by initiating office						

9. Organizational title of position (if any) <b>Chief, Supply Branch</b>	10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)
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11. Department, agency, or establishment <b>Central Intelligence Agency</b>  a. First subdivision <b>Deputy Director (Plans)</b>  b. Second subdivision <b>Eastern European Division</b>	c. Third subdivision <b>Administration &amp; Logistics Staff</b>  d. Fourth subdivision <b>Supply Branch</b>  e. Fifth subdivision
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12. This is a complete and accurate description of the duties and responsibilities of my position   <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature of employee)</div> <div>_____ (Date)</div> </div>	13. This is a complete and accurate description of the duties and responsibilities of this position   <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature of immediate supervisor)</div> <div>_____ (Date)</div> </div> Title: _____
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14. Certification by head of bureau, division, field office, or designated representative   <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div> Title: _____	15. Certification by department, agency, or establishment   <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div> Title: _____
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16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)  
  

Under the general direction of the Chief and Deputy Chief, Administration and Logistics Staff, serves as Chief of the Supply Branch, with responsibility for providing logistical planning for and support of programs and projects under the cognizance of the Eastern European Division.

In responsible for planning of material and facilities requirements for EE operations, both current and future, based on the nature and extent of the various operational activities now in progress or to be implemented in the EE theatre of operations. \* By analysis of going or planned operational projects and programs, develops basic data as to needs generated therefrom for equipment and supplies, both as to type and quantity. Participates in project and program planning to assure that material requirements therefor are within available resources or foreseeable capabilities. Provides advice and guidance to Division components in planning or carrying out operational activities with respect to logistics aspects, such as to availability or non-availability of specific items of equipment or supply, current or expected

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shortages, lead time required for acquisition or manufacture of material items, etc. Based on current policy issued by the Central Intelligence Agency procurement authority or in accordance with their advice in regard to specific items of equipment or supply, recommends modification of logistical support plans for operational activities to conform with existing Agency policy or to reflect current market conditions affecting procurement of specific types of quantities of material.

Based on approved operational plans takes necessary steps to procure material in support thereof by; (1) drawing upon the Central Intelligence Agency procurement and supply facilities (i.e., DD/A) for items secured on the domestic market; or (2) directing, within prescribed limits, procurement on the foreign market by particular field activities concerned. Develops and presents justification for EE logistical estimates when called upon to do so by reviewing elements, either within DD/P or in other offices of the Agency. Represents the Division in liaison with other elements of DD/P or other components of the Agency in regard to logistical matters.

Coordinates and conducts the day-to-day logistical activities of the Division, including the equitable allocation of critical items of material.

Supervises the maintenance of such inventory control and property account records covering facilities, equipment, and supplies as are required to conform with applicable regulations and to enable the Division to perform effectively its logistical support mission.

Formulates, reviews, and obtains approval of Division T/E's, T/A's, and special allowances for field support activities, including formulation of standard supply and replacement factors and consumption rates.

Supervises the development and presentation of the transportation and shipping requirements of the Division and expedites transportation and shipping action as required.

Coordinates and processes the Division's real estate and motor transportation needs.

Performs related duties as assigned.